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Records Center

9 December 1957

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MEMORANDUM FOR: [REDACTED]

SUBJECT : Progress Report for Month of November 1957

1. Attached is the Records Center monthly statistical report for the month of November 1957.

2. The following summarizes the activity of the Branches during the month:

a. Accessioning

The Center called upon the Logistics Office / Transportation Division on five different occasions to transfer a total of 1271 cubic feet of material of which 457 cubic feet were returned to DD/P. In addition to this, the Records Center Couriers transported a total of 125 cubic feet of material from the Headquarters area. The 939 cubic feet of material accessioned is equivalent to the volume of more than 117, four drawer, legal size, safe cabinets, which have a replacement value of \$50,204.40 (\$428.00 per safe).

b. Reference

During the month 118 cubic feet of inactive records were inventoried and reboxed. Of this figure, 58 cubic feet consisted of 00/C material which was inserted into envelopes, 50 cubic feet consisted of Finance material, and 10 cubic feet consisted of medical folders.

The Center has completed the inventorying of Supplemental material which consisted of over 10,000 cubic feet of Finished Intelligence reports. This project began shortly after the Center moved into its new quarters [REDACTED]

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c. Disposal

The Center transported 244 cubic feet of material to the [REDACTED] to be destroyed and 535 cubic feet of material was permanently transferred to Headquarters of which 457 cubic feet were to be destroyed by DD/P.

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## RECORDS CENTER MONTHLY STATISTICAL SUMMARY

## I. ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	58	265	
2. RECORDS ACCESSIONED	733	3,336	31,636
3. RECORDS DISPOSED OF AT CENTER	0	87	1,757
4. RECORDS TRANSFERRED FROM CENTER	480	636	4,618
5. RECORDS HOLDINGS	25,261 X		
6. DISTRIBUTION MATERIAL RECEIVED	200	1,247	10,989
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	240	564	4,852
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	55	244	3,267
9. DISTRIBUTION MATERIAL HOLDINGS	10,870 X		
10. TOTAL HOLDINGS	* 37,140		

## II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	559	3,540	47,374
12. INFORMATIONAL REQUESTS	56	310	3,433
13. INFORMATION REPORTS	221	1,633	
14. INTELLIGENCE REPORTS	2,789	15,759	
15. ADMINISTRATIVE ISSUANCES	630	3,734	
16. TOTAL	4,255 ✓	24,976	

## III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
17. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT	10,984	52,114	
B. RETURNS	3,265	14,623	
18. ADMINISTRATIVE ISSUANCES	2,054	10,475	
19. TOTAL	16,303	77,217	

## IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE	
20. OZALID	590	4,986	
21. PHOTOCOPY	64	431	
22. DITTO	32	178	
23. TOTAL	686	5,595	

## V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
24. TOTAL CAPACITY	41,220	
25. UTILIZED	37,140	
26. COMMITTED	2,760	
27. AVAILABLE	1,320	